

DISPATCH NO. _____

AIR

DATE _____

TO : *All Class A Stations*

FROM: Chief, Finance Division

SUBJ: Receipts for Expenditures

CONFIDENTIAL

REF : (a)
(b)
(c)

1. Paragraph 12.1 of reference (c) established the policy that receipts for allowable cash expenditures will be required for amounts in excess of \$15.00, plus any applicable tax. This represents a change in policy in that previous issues required receipts for expenditures in excess of \$3.00.
2. Revisions of references (a) and (b) currently in process establish a comparable policy for RUBANK expenditures, operational as well as administrative. Also, the revised regulation will provide that a consolidated certificate in lieu of missing receipts supporting each accounting will be acceptable provided the certificate is clearly referenced to the transaction to which it pertains, and states the reason or reasons for not having obtained required receipts for the applicable disbursements. This represents a change in procedure in that present regulations require an individual certification to support each disbursement for which a required receipt is not furnished.
3. Pending issuance of revised regulations and in order to enable RUBANK personnel to account for official expenditures on a basis which is at least as liberal as for GPOH personnel generally, Headquarters is currently applying the policies expressed above in the audit of accountings submitted to Headquarters for certification. Immediate implementation of the same criteria in the audit and certification of accounts by field certifying officers is also authorized.

Distribution:

- 3 - Field Station
 - 2 - Operating Division
 - 2 - Finance Division
 - 1 - TAS
 - 1 - Audit Staff
- ED/LEB:vme (6 March 1957)

Document

No Change in Class. ☐

☐ Declassified

Class. Changed To: T3 S 6

Auth: *HE 73-2*

Date: *27 OCT 1957*

(Releasing Officer)

(Certifying Officer)